

Town of Lincoln

Budget Board Meeting

Pre-Budget Discussion with Lincoln School Department

November 29, 2006

Members Present:

Ken Booth Carl Brunetti Cheryl Ethier

Claudette Lussier Jack Newman Linda Noble

Representing Lincoln School Department:

Acting Superintendent, Joe Nasif Georgia Fortunato Jeffrey Weiss

Lori Miller Beth Robson Julie Zito MaryAnne Roll

The pre-budgetary planning session began at 6:38PM.

Jeffrey Weiss highlighted items from Interoffice Memorandum dated 11/25/2006 (4 pages attached):

“The (school) business office is now where we want it to be” said Jeffrey Weiss.

A newly implemented “sub” calling system (AESOP) has been well received. It has been “online” since November 20. The main issue continues to be with the retired teachers being called last due to the higher per diem rate in the teacher’s contract. The school committee is working with the union in the hopes of lowering the rates of the

retired teachers, thereby giving the retirees more opportunities to sub. This change would also benefit the students

Student body has increased by 68 students as compared to November 2005. Our total student population is now 3,476.

This year's audit is expected to be on time.

Cheryl Ethier asked if we could receive a report from the bond funding? Town Finance Director is responsible for generating this report but Lori Miller will request that an update be sent to the Budget Board.

Consultants were hired to review the business office practices. MUNIPRO will be preparing a written summary of their findings and that report will be shared with the Budget Board as soon as it is made public. Several changes have been implemented as a result of their findings.

Accounting and payroll is now being handled by the Phoenix software system. They were unable to transfer from Phoenix to ADP for payroll without custom software development. But \$40,000 was budgeted for this anticipated conversion?

Acting Superintendent, Joseph Nasif, said that zero-based budgeting will initially be implemented in measures. Both he and Lori Miller have

provided training to building principals. Back up for budget requests should now be easier to justify and explain. Transfer of budgetary control is at the building level this year and that should improve accountability.

Jack Newman requested YTD financial reports.

Lori Miller addressed the areas of concern in this year's budget: pension cost increases, rising healthcare costs, transportation costs (next year's costs will likely rise due to rising fuel costs as well as the fact that a new contract will be negotiated). Jack Newman suggested that they negotiate fuel as separate charge (or fuel surcharge). Purchased services are rising because more students are being serviced in-house but require special services. This will be off-set by a lower cost in out of district tuitions. Another factor that is causing concern is the required 330 minutes of instruction time effective September 2007. Support staff contract expires in June 30, 2007. Negotiations will begin after the holidays.

NEASC accreditation will take place in the Spring of 2008. There are many hosting costs associated with this evaluation including a self-study that could result in \$200,000 of capital expenses at the high school.

Georgia Fortunato discussed Special Education inclusion practices that allow us to service our students in the least restrictive

environment. This benefits at-risk students as well as those identified for services.

The Education Partnership will be providing a detailed cost analysis of our teacher's contract. The \$14,000 cost will be taken from the unused \$40,000 for the payroll conversion.

Lori Miller discussed the new state law regarding the tax levy cap.

Linda Noble asked if there was any unanticipated new staff this year? Georgia Fortunato stated that she has only added IEP-mandated staff.

Jeff Weiss discussed his proposal to develop a limited financial reserve account.

See handout for details on any of these topics.

The regular meeting of the Budget Board was then called to order at 7:50PM by Chairman, Ken Booth.

Members Present:

Ken Booth Carl Brunetti Bob Ericson Cheryl Ethier

Greg Leonard Claudette Lussier Jack Newman Linda Noble

Mary Varr

Members Not Attending :

Roberta Gosselin

Outgoing member and newly elected School Committee member, Mary Varr led the Pledge of Allegiance.

There were no minutes available.

There was no correspondence.

Ken Booth opened the floor to public comment but there was none.

Bob Ericson was welcomed as the newly-appointed Town Moderator. He will be appointing a Budget Board member from District 3 and District 5.

Ken Booth met with Town Administrator Elect T. Joseph Almond.

Roberta Gosselin has been invited to review the applications of prospective candidates for the position of Finance Director.

The Town Council is considering the formation of a Finance Sub Committee. It would be composed of the Town Administrator, Town Council member(s) and Budget Board member(s).

Bob Ericson has been attending Town Council meetings to hear the

proposal for the Impact Fee Ordinance. He will forward the proposal to all members.

Nominations for Budget Board officers took place and the following members were nominated and then elected:

- Chairperson-Ken Booth was nominated by Bob Ericson and seconded by Jack Newman. Hearing no other nominations, the vote was called and Ken Booth was re-elected as chairman.**
- Vice-Chairperson-Linda Noble was nominated by Jack Newman and seconded by Mary Varr. Hearing no other nominations, the vote was called and Linda Noble was re-elected as vice-chairperson.**
- Corresponding Secretary-Claudette Lussier was nominated by Linda Noble and seconded by Jack Newman. Hearing no other nominations, the vote was called and Claudette Lussier was re-elected as corresponding secretary.**

Sub-Committees were formed:

School- Cheryl Ethier, Linda Noble, Jack Newman, Carl Brunetti and Bob Ericson will serve.

Municipal- Ken Booth, Greg Leonard, Claudette Lussier and Roberta Gosselin will serve.

The meeting that was originally scheduled for December 27, 2006 has been cancelled. The next meeting will take place on Thursday, January 25, 2007 at 7:30PM.

Bob Ericson will be making his appointments to fill the vacancy in District 3 and the vacancy in District 5.

Once again there was no public comment.

Bob Ericson made a motion to adjourn, seconded by Greg Leonard. The meeting adjourned at 8:50PM.

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